



Challenge 3 :

**Developing the Work Skills
Capability & Folio**

JOB APPLICATION

This task asks you to look at the job application process. You will be analysing job adverts, matching your skills or identifying skills needed for this job.

You will also be writing a resume and cover letter for a job. You will also be given an opportunity to sit for a mock interview. The mock interview is a fantastic opportunity to have a 'practise go' without having any real pressure. You will receive feedback, and discover ways to improve when the time comes for a real Interview.

Find an advertisement for 2 jobs that you are interested in from the newspaper or the internet and complete the following analysis. Choose one advert for a job you are qualified for now, if you left school tomorrow. The second, choose a job advertising your dream job.

Paste your advertisement here

1. JOB YOU ARE CURRENTLY QUALIFIED FOR

Newspaper:

Date:

Skills required:

Which of these skills do you have?

Which do you need to gain?

How/where will you gain them?

2. YOUR DREAM JOB

Newspaper:

Date:

Paste your
advertisement here

Skills required:

Which of these skills do you have?

Which do you need to gain?

How/where will you gain them?
